Los Angeles Unified School District - Job Opportunity

Job Posting Title  | Assistant Inspector General (1480) - 05/2024
Reference code    | JP24-102-XA2
Minimum Salary    | $ 142,927.00  Annual
Maximum Salary    | $ 177,767.00  Annual
Application Open Date | 05/15/2024
Application Close  | 07/08/2024

Information about LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life.

LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD Employees: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200.

Department or School Site

The Office of the Inspector General (OIG) provides independent oversight of LAUSD programs, processes, and contracts, promoting a culture of accountability, transparency, collaboration, and integrity.

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through the performance of audit and investigative services designed to drive continuous improvement, support effective decision-making, and detect and deter waste, fraud, and abuse in the LAUSD. We strive for excellence and continuous positive change in the management and programs of the Los Angeles Unified School District.

The OIG for the Los Angeles Unified School District (LAUSD) is seeking a highly qualified and motivated senior manager with oversight, auditing and/or investigations experience to join our team in the capacity of Assistant Inspector General. The Assistant Inspector General will serve as a principal advisor to the Inspector General and will lead the various activities and functions of an assigned organizational unit in the Office of the Inspector General (OIG). The OIG is committed to detecting and preventing fraud, waste and abuse within the District and ensuring that LAUSD provides the most effective and efficient services for our 1,200+ schools and 600,000+ students of Los Angeles.

Project


Benefits

Insurance: District paid premiums for your choice of several medical, dental, and vision for you and your dependents; and life insurance plans. Retirement: Membership in the California Public Employee Retirement System (CalPERS). Vacation: 24 days each year. Paid Holidays: Up to 13 days.

Job Duties/Responsibilities

TYPICAL DUTIES
• Manages and evaluates the activities and staff of an assigned organizational unit within the Office of the Inspector General.  
• Assists in establishing goals for an organizational unit and monitors the progress of the organizational unit toward achieving the goals.  
• Serves as a principal advisor to the Inspector General on the assigned oversight function.  
• Supervises, plans, organizes, coordinates, and directs difficult, complex, and sensitive audits, special reviews, special projects, or evaluations related to District programs, operations, projects, and contracts.  
• Plans, organizes, and directs difficult, complex, and sensitive criminal and administrative investigations related to alleged wrongdoing by District employees, vendors, and/or contractors.  
• Assists with making presentations at Board and Committee meetings.
• Assists with conducting annual risk assessments of the District and assists in preparing a draft annual Work Plan based on the results of the risk assessment process.
• Manages staff engaged in activities such as auditing, reviewing, or evaluating District programs, operations, contracts and/or vendors relative to various District activities; and in investigating alleged wrongdoing by District employees, vendors and/or contractors.
• Provides professional advice, consultation, and guidance and recommends appropriate actions to correct noted deficiencies in District programs, operations, contracts, or other functions reviewed by the OIG.
• Ensures the protection and storage of all information concerning the assigned oversight function is consistent with the policies of the Public Records Act and the Privacy Act.
• Analyzes and reviews unit reports to ensure compliance with directives, standards, and guidelines.
• Serves as a liaison for the Office of the Inspector General on assigned OIG matters with federal, State, and local government organizations and prosecutorial entities as well as the District’s external auditors.
• May manage the District’s Fraud Hotline.
• May testify in court as a witness in a criminal matter investigated by the Office of the Inspector General
• May conduct in-service programs for District personnel regarding fraud prevention and awareness, and the work of the Office of the Inspector General
• Performs related duties as assigned.

Minimum Requirements

EDUCATION:
Graduation from a recognized college or university with a bachelor’s degree preferably in accounting, business management, public administration, criminal justice, law, public policy or a related field. A Juris Doctorate (J.D.) is preferred.

EXPERIENCE:
Six years of professional-level auditing, special reviews, or investigation experience; the aforementioned experience must include at least two years of supervisory experience.

SPECIAL:
Possession of any of the following licenses and certifications are preferred:
Certified Public Accountant (CPA) license, Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Inspector General (CIG), Certified Inspector General Investigator (CIGI), Certified Inspector General Auditor (CIGA), or Certified Inspector General Inspector/Evaluator (CIGE).
A valid driver’s license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

**Desirable Qualifications**

The ideal candidate will have extensive experience in conducting and supervising independent oversight activities including audits, investigations, and/or special reviews. This individual will be a detail-oriented fact finder and a sound decision maker with excellent oral and written communication. Further, the ideal candidate will be skilled at developing and maintaining strong working relationships with all stakeholders and will demonstrate considerable personal and professional judgment and integrity by dealing appropriately with confidential material and handling politically challenging situations with diplomacy and tact.

Knowledge of:
- Fundamental principles of auditing
- Laws, rules, regulations, practices, and procedures pertaining to auditing, criminal law, civil law, and rules of evidence.
- Principles of supervision and training
- Current trends and developments in independent government oversight including auditing, investigative techniques and fraud detection
- Principles and standards for Offices of Inspector General
- Laws and rules of government contracting

Ability to:
- Direct, evaluate, and train a professional staff
- Analyze and interpret large amounts of financial and other data
- Establish and maintain effective working relationships with District personnel and the public
- Formulate and express ideas clearly and concisely in written reports and oral presentations
- Plan, organize, schedule, and direct the work of others

**Employment Selection Process**

The selection process for this position will tentatively consist of a Technical Interview and/or a Written Test/Technical Project.
We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule. If you are unable to attend the scheduled dates, we encourage you to visit our website, http://www.lausdjobs.org periodically to check for the next recruitment, and we encourage you to apply again.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

For more information about the LAUSD employment assessment process, visit the ‘My LAUSD Career’ section of our website at http://www.lausdjobs.org.

Application Process

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?
Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: http://www.lausdjobs.org.

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Additional Posting Information

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver’s license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner

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status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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